



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Blueprints of State Owned Buildings		CUTOFF: Transfer of ownership or demolition of building	
DESCRIPTION: Design plans for a building owned by the state. Plans include original specifications, any new construction or modification of the building and any capital improvements.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES: Agency copy. Original blueprints maintained by Office of Administration per 8.340 RSMo.		DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives	
SERIES: 21567	SERIES STATUS: Approved	APPROVAL DATE:	9/8/2010
TITLE: Equipment and Vehicle Use Records		CUTOFF: EOFY in which vehicle or equipment is surplus or destroyed	
DESCRIPTION: Documentation of use of state owned equipment and vehicles. Use is measured in equipment hours mileage or clock hours.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 21562	SERIES STATUS: Approved	APPROVAL DATE:	9/8/2010
TITLE: Equipment Inventory		CUTOFF: WSO	
DESCRIPTION: Listing of the agency's fixed assets including, but not limited to computers, furniture or specialized equipment.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 21563	SERIES STATUS: Approved	APPROVAL DATE:	9/8/2010



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Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Equipment Maintenance and Repair Records

CUTOFF: EOFY in which equipment is surplus or destroyed

DESCRIPTION: Documentation of maintenance and repair on state owned or leased equipment performed in-house by the state or performed by an outside contractor.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21565

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Equipment Maintenance Contracts

CUTOFF: EOFY in which maintenance agreement expires

DESCRIPTION: Agreement reached between a vendor and the agency on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21561

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Excess and Surplus Property Report

CUTOFF: EOSFY

DESCRIPTION: Documentation of excess and surplus property that Surplus Property approves for disposal

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21564

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property and Facilities

Sub-Section:

TITLE: Lease and Rental Agreements

CUTOFF: EOFY in which lease expires

DESCRIPTION: Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21566

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Material Safety Data Sheets

CUTOFF: WSO

DESCRIPTION: Material Safety Data Sheets for all chemicals used within an agency

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23144

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010
